

**DEPARTMENT TRAFFIC COORDINATOR  
TRANSIT SERVICES BUREAU**

**NOTICE**

June 4, 2021

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**TO:** All Department Personnel

**FROM:** Department Traffic Coordinator

**SUBJECT:** COMMUNITY ONLINE REPORTING SERVICE - REVISED

**PURPOSE**

The purpose of this Notice is to clarify the procedure for handling misdemeanor hit and run traffic collisions involving a vehicle or license plate left at scene.

**BACKGROUND**

The Department expanded the type of traffic collisions that can be reported through the Community Online Reporting Service (CORS) in January 2021. The expansion authorized community members to file traffic collision reports online that involved complaint of pain and/or other visible minor injuries; hit and run collisions where there is no injury and does not involve City of Los Angeles property.

**PROCEDURE**

Effectively immediately, Communications Division shall dispatch a traffic unit to complete an investigation when a misdemeanor hit and run traffic collision occurs that involves a vehicle or license plate that is left at scene. Traffic officers shall investigate and determine whether a vehicle is abandoned, or license plate is left at-scene. When the investigation reveals that the vehicle is abandoned, illegally parked, or involved in a hit & run and left upon the highway, officers shall impound the vehicle.

In these incidents, officers shall complete a Traffic Collision Report (CHP Form 555) and a Vehicle Report (CHP Form 180), or Property Report (Form 10.01.00), depending on whether a vehicle or license plate is recovered. This will ensure that the Traffic Collision Report and Vehicle Report have the same DR Number. A separate DR Number will continue to be issued for license plates booked into property. Community members shall no longer be referred to CORS when a vehicle or license plate is recovered at a misdemeanor hit and run collision. As a reminder, the amount or cost of the damage sustained in a collision has no impact on whether a report should be completed on CORS.

**SUMMARY**

The requirement to complete a Traffic Collision Report for these collisions will significantly improve workplace efficiency.

All Department Personnel

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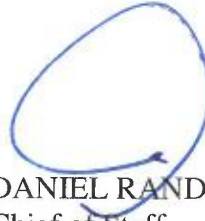
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If you have any questions, please contact Traffic Coordination Section, Traffic Group, at (213) 486-0690.

APPROVED:



BLAKE H. CHOW, Deputy Chief  
Department Traffic Coordinator  
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DANIEL RANDOLPH, Commander  
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